



*The Town of Cutler Bay  
Parks and Recreation Department's*

# Facility Reservations

**Need just the right location for your next event?**

**Birthdays, baby showers,  
anniversaries, reunions.**

**They're all better when they're at the park.**

## **Cutler Ridge Park**

**10100 SW 200 Street**

**(305) 238-4166**

**(Available Saturdays & Sundays From 8:00 AM to 6:00 PM)**

<b>Building Rental</b>	<b>\$120.00 for 1<sup>st</sup> Three Hours (minimum)</b>
<b>Building Rental Add'l. Hr.</b>	<b>\$50.00 / Hour</b>
<b>Outside Picnic Area</b>	<b>\$25.00 / Hour</b>
<b>Security / Clean-up Deposit</b>	<b>\$100.00 (refundable)</b>

## **Cutler Ridge Pool**

**10100 SW 200 Street**

**(305) 238-5344**

**(Available Sundays From 11:00 AM to 6:00 PM)**

<b>Pool Rental</b>	<b>\$75.00 / Hour (3 hour minimum)</b>
<b>Security / Clean-up Deposit</b>	<b>\$100.00 (refundable)</b>

## **Whispering Pines Park**

**Ridgeland Dr. & S.W. 88 Court**

**(305) 238-4166**

**(Available Saturdays & Sundays From 11:00 AM to 6:00 PM)**

<b>Pavilion rental</b>	<b>\$30.00 / Hour (3 hour minimum)</b>
<b>Security / Clean-up Deposit</b>	<b>\$100.00 (refundable)</b>

**For additional information and for information concerning athletic field reservations (football/soccer/lacrosse/baseball/softball), please contact Cutler Ridge Park at (305) 238-4166).**

**Download the Facility Reservation Form [here](#).**



**Parks and Recreation Department**  
**Cutler Ridge Park, 10100 SW 200 Street, Cutler Bay, FL. 33189**  
**(305) 238-4166, (305) 238-5344 (Pool), (305) 233-5457 (Fax)**

### FACILITY RESERVATION FORM

TO ALLOW TIME FOR PROCESSING, RESERVATIONS MUST BE MADE IN WRITING TO THE PARKS AND RECREATION DEPARTMENT A MINIMUM OF TWO WEEKS PRIOR TO THE SCHEDULED EVENT.

Facility Requested: \_\_\_\_\_ Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Group Name: \_\_\_\_\_ Purpose: \_\_\_\_\_ # in group: \_\_\_\_\_

Coordinator's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone:(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Other) \_\_\_\_\_

Facility Requested	Fee			Payment Information	
Cutler Ridge Park Building	\$120 for 3 hrs		\$50 additional hour	Amt. Due	
Cutler Ridge Park Picnic Area	\$25.00			Amt. Paid	
Cutler Ridge Pool	\$75 per hour			Check # / Cash	
Cutler Ridge Park Fields	\$35 per hour			Rec'd. By	
Bel Aire Park (w/o lights)	\$35 per hour		\$50 (with lights)	Date	
Franjo Park (w/o lights)	\$25 per hour		\$35 (with lights)		
Whispering Pines Pavilion	\$30 per hour			Cancellation fee \$25	
Security Deposit for Above	\$100 per event			Balance Due	

### GENERAL AGREEMENT / RELEASE

In consideration for the Town of Cutler Bay (the "Town") Parks & Recreation Dept. providing the requested facility,

I, \_\_\_\_\_ do hereby:  
 (print name)

- 1) Assume all risk of damage or injury to myself or my organization members through the use of Town facilities.
- 2) Agree to compensate the Town of Cutler Bay for any repair and/or replacement costs for damages to the facility or equipment as a result of my or my organization's misuse of the facility or equipment.
- 3) Agree to indemnify and hold harmless the Town of Cutler Bay and/or its departments, agents or employees from any and all liability, claims, suits, losses, damages including attorney's fees at the trial and appellate court level, paralegal fees and investigative costs for injury to person or property arising out of my use of the requested facility.
- 4) Understand and agree to abide by all applicable rules and regulations as set forth herein and attached to this form. I further understand that I may be asked to vacate the premises and may forfeit my security deposit if I fail to abide by these rules and regulations or any other reasonable request from the Town of Cutler Bay staff.
- 5) I certify that the above information is correct and that I have read and understand the rules and regulations governing this permit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parks & Recreation Official: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## **RULES AND REGULATIONS**

### **FACILITY PERMIT / SECURITY DEPOSIT** \_\_\_\_\_

Facility reservations may be requested up to six months in advance and are based upon availability. A security deposit will be required in order to reserve a facility. The balance of the rental fees should be paid in full not less than 14 days prior to the event. If payment is made less than 14 days prior to the event, the payment must be made in the form of cash, money order or certified check. Failure to adequately clean the facility, damage to or loss of park property or violation of park rules will result in the loss of all or part of the deposit.

### **INSURANCE** \_\_\_\_\_

Prior to the use of a facility, proof of insurance may be required with the policy naming the Town of Cutler Bay as an additional insured for the duration of the event.

### **ACTIVITY** \_\_\_\_\_

Any unusual equipment and/or activity must be approved by the Parks and Recreation Department and noted on the facility reservation form. All equipment must be delivered/removed within the rental period – no storage areas are available. All delivery vehicles must remain in designated parking areas. Excessive amplified music or other loud noises which disturb other park patrons or adjacent property owners are prohibited. Rides of any kind including pony rides, mechanical and inflatable rides, petting zoos, etc. are not permitted in any Town parks. Pavilion, Building, and Picnic area rentals must be completed by 6:00 PM. Field rentals at Cutler Ridge, Franjo and Bel Aire Parks must be completed by 10:00 PM.

### **CONDUCT** \_\_\_\_\_

Permittee must take all necessary steps to control all of their guests/participants/spectators. Any person(s) violating any of the Rules and Regulations contained herein, any Town ordinances or other laws, or who are, in the opinion of the Parks and Recreation Department, constituting a public nuisance, potential hazard to the public or park property, or exhibiting disorderly conduct, may be expelled from the facility by Parks and Recreation Department staff or the Police Department. All vehicles must remain in the designated parking lots. The consumption of alcoholic beverages and gambling of any form is prohibited in all Town parks.

### **SET UP/DECORATIONS/CLEAN UP** \_\_\_\_\_

Decorations may be attached with MASKING TAPE ONLY. The use of staples, nails, tacks, etc. is prohibited. The rental period should include sufficient time for set-up of facility, conducting the event, and clean up of the facility to the satisfaction of the Parks and Recreation Department. All facilities/furniture/equipment must be returned to its original condition and be placed in its original position if moved. At the end of the event, all trash must be bagged and placed in on-site waste receptacles/dumpsters.

### **FOOD SERVICE** \_\_\_\_\_

Cooking of food must be done in prescribed areas only. Miami-Dade County and the State of Florida may require permits/licenses when food is to be sold. It is the responsibility of the permittee to contact these agencies for this information and to obtain all required permits.

### **SPECIAL REQUIREMENTS** \_\_\_\_\_

**Occupancy Limits** - 30 people at Whispering Pines Park; 100 people in the Community Room at Cutler Ridge Park and 50 people at Cutler Ridge Pool. Additional trash receptacles, clean up crews, portable toilets, off-duty police officers, additional lifeguards or other special conditions may be required depending on the facility, number of attendees, nature of event or other miscellaneous conditions as determined by the Town in its sole discretion and/or in the public interest. The sale of merchandise of any kind is prohibited unless otherwise noted on the application form.

### **PETS** \_\_\_\_\_

With the exception of seeing-eye dogs, pets are not permitted into or upon Town parks.

### **CANCELLATIONS AND REFUNDS** \_\_\_\_\_

In order to be eligible for a full refund, cancellations must be made in writing to the Parks and Recreation Department at least 30 days prior to the event date. The Town will charge a cancellation fee in the amount of \$25 for events that are cancelled within 30 days of the scheduled event or due to circumstances beyond the Town's control. Refunds will not be issued due to inclement weather; however, an alternate date may be provided at the discretion of the Town.

**THE NON-COMPLIANCE WITH ANY OF THE ABOVE-STATED RULES AND REGULATIONS MAY RESULT IN THE REVOCATON OF PERMIT, LOSS OF SECURITY DEPOSIT AND REFUSAL OF ANY SUBSEQUENT FACILITY RESERVATION APPLICATIONS FOR A PERIOD OF UP TO ONE YEAR.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_